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**Stacy Neal**  
Director

## **MEMORANDUM**

TO: State Agencies  
FROM: Division of Accounting  
DATE: May 16, 2014  
RE: SAM II HR Fiscal Year End

This memorandum contains key information needed for the Fiscal Year End process in SAM II HR. Please share this information with all individuals in your agency responsible for any of these payroll and financial functions.

### **Payroll Check Cancellations or Replacements**

To accommodate Fiscal Year End (FYE) processing the Supplemental Cycles for the June 30<sup>th</sup> payroll have been changed from the normal schedule.

The first Supplemental cycle will run on Wednesday night, June 25<sup>th</sup>. The second Supplemental will run on Wednesday night, July 2nd. Deadlines to submit request forms will be NOON on each of those days. Processing time for the July 2nd, supplemental cycle will be limited due to FYE downtime.

ALL payroll checks to be cancelled or corrected should be submitted with a Supplemental Request Form to OA/Accounting no later than noon, July 2, 2014, to be included in the final Supplemental Cycle of the Fiscal Year. This includes any past payrolls and the June 30, 2014 payroll cancellations and corrections.

Agencies must also obtain OA/Budget and Planning's written approval for any check requests submitted for the July 2nd supplemental cycle to increase General Revenue expenditures or decrease General Revenue Cash.

### **Security Changes**

Changes to the Organization structure may require changes to security as well. Agencies should submit the security change forms through normal channels in advance of the Fiscal Year End processes.

### **PPER Entry**

Assure all PPER documents for event dates prior to 6/16/14 are in ACCPT status prior to the Preliminary paycycle to be run on July 7<sup>th</sup>. System controls will be set after this cycle to prevent any prior fiscal year timesheets from being entered for the remainder of July.

### **Recycled Overtime/Compensatory Time**

Any overtime or compensatory time worked during the June 1-15 paycycle will be processed and banked with the June 30th check, however pay-outs on a future paycycle will charge to the LDPR that is in effect at the time of payment. When a LDPR from FY14 is intended for use in FY15, the agency must ensure the accounting codes are also valid in SAMII Financial for FY15.

### **Object Codes 2005/2010**

Overtime paid is charged in full to object code 2010 as long as the time was banked prior to pay-out. When immediate pay-outs occur, the base pay portion is charged to 2005, and only the premium portion is charged to 2010.

### **ADNT Updates**

If agencies utilize a specific document numbering format that denotes a fiscal year or need new document numbering entries associated with newly created orgs, notify Angie Neiman via email at [Angie.Neiman@oa.mo.gov](mailto:Angie.Neiman@oa.mo.gov) no later than 6/1/14 to add new ADNT entries for the new fiscal year.

### **FX, PX, and JC Documents in Financial**

Agencies are responsible for the review and cleanup of the SAMII Financial Suspense File (SUSF) of all rejected Federal Aid Charge (FX), Project Charge (PX) and Job Charge (JC) documents from payroll. The Financial SUSF table is reviewed in an automated process on a monthly basis during the fiscal year. The FX, PX, and JC documents remain on SUSF until the document is a minimum of three months old from the original document generation date. If the document remains on SUSF over three months, in REJECT or PEND status, the document is deleted from SUSF.

### **Accounting Changes for May Payrolls**

Agencies must have payroll accounting change forms (PACC) for May payrolls submitted to OA/Accounting no later than June 15, 2014.

### **Accounting Changes for June Payrolls**

Agencies must have payroll accounting change forms (PACC) for June payrolls submitted to OA/Accounting no later than Noon, July 15, 2014.

Any requests to increase General Revenue expenditures or decrease General Revenue Cash must be processed prior to the end of June so the documents can be in ACCPT status before June 30th. The PACC requests for June payrolls processed in July, that increase GR expenditures require OA/Budget and Planning's written approval which **must** accompany the PACC request before it will be processed. Due to fiscal year end processing, OA/Division of Accounting will not process PACC entries on June 25<sup>th</sup>, 26<sup>th</sup>, 27<sup>th</sup>, and 30<sup>th</sup>. It is the Agency's responsibility to request approval from OA/Budget and Planning for any General Revenue PACC transactions submitted June 25<sup>th</sup> through June 30<sup>th</sup>.

This schedule will be strictly adhered to in order to process fiscal year end documents timely and balance the SAMII HR system to SAMII Financial.

PACC requests for FY14 should be submitted separately from FY15.

### **HR SUSF Review**

Agencies should conduct continual reviews of the HR SUSF file and delete any rejected CPER documents that can no longer be processed as a CPER. OA has implemented an automated process to purge documents older than 60 days (90 days for PPER) that are not in HELD status.

### **Position Record Review**

PSMTs for position changes effective prior to June 16, 2014, must be entered and approved prior to July 3, 2014.

### **LDPR Updates**

A memo will be distributed to agencies by May 20, 2014 regarding the review and update of FY15 LDPRs. Detailed instructions will be included in that memo. **Agencies will need to request the Access database for updates.**

### **Chart of Accounts Updates**

Chart of accounts changes must be coordinated with agency Fiscal Officers. Please see the SAMII Financial FYE Accounting Procedures Memo at <http://samii.mo.gov/fin/bulletins/040314YEProcedures.pdf> for key information necessary to close FY14 and begin FY15.

### **RPTG Table Update**

RPTG table entries for FY14 and FY15 are currently on the SAMII Financial RPTG table and agencies may update the data as necessary. All reporting categories that affect payroll **must** be updated on the RPTG table in SAMII Financial prior to 6:00 p.m. on June 30<sup>th</sup>.

### **HR Online System Availability**

In order to enter a new FY15 PSMT or related ESMT, the Expense Budget load process must be completed in both SAMII Financial and SAMII HR. The last daily cycle for FY14 will run on the evening of Monday, June 30, 2014. The system will remain down until the FYE load is complete. Agencies will be notified when the system becomes available.

### **Timesheet Entry for June 16-30 Pay Period**

The pay period of June 16-30 is a FY15 item since it pays on July 15th. Prior to SAMII HR's FYE update, transactions and timesheet documents with FY15 specific information will reject upon entry. Timesheet documents (CPER, PPER, CITS, and CREW) can remain in REJCT status until SAMII HR's Fiscal Year End processes are completed. Agencies should not re-enter rejected timesheet documents since they can be re-edited and approved **AFTER** we have notified agencies of HR system availability. The timeframe will be **very limited** for entry of June 16-30 pay period timesheets. Agencies should refrain from future period timesheet entry during this time.

### **Data Warehouse Availability**

HR Data Warehouse will be available during the fiscal year end process with the exception of the Regular paycycle run on July 8. Should there be any unscheduled downtime, it will be communicated through the SAM II HR email distribution list.

### **Payroll Processing Calendar**

Please review the Payroll Processing Calendar posted on the SAM II HR web site at <http://samii.mo.gov/hr/ProcSched2014.pdf>. The pay cycle for the July 15 check date will begin processing at 6:00 p.m. on July 7, 2014. Agencies will be able to enter timesheets until that time. Due to limited system availability for FYE processing, it is recommended that ESMT transactions for the pay period of June 16-30, be submitted by July 1 for guaranteed approval. Any new FY15 PSMTs and related ESMTs should be entered as soon as possible upon HR system availability in July, for Division of Personnel's approval. The Division of Personnel will coordinate approvals with Agency personnel, which may require assistance during the period of July 1-5. Agency interface files should be submitted in time for the Daily cycle on Thursday evening, July 3, 2014.

### **Mass Transfers**

The mass transfer process will create each of the following transactions per employee: AGYS, ESMT, PAMT, PSMT, PUD1, PUD2, and PUD3. Any agencies planning reorganization should notify Randy Hutton, [randall.hutton@oa.mo.gov](mailto:randall.hutton@oa.mo.gov) as soon as possible. This process involves coordination with SAMII Financial. Agencies should make sure both Fiscal and Human Resources offices are involved in the process.

### **Questions**

If you have any questions regarding the information in this memorandum, please contact Libbie Farrell, Central Payroll Manager, at 573-522-5863 or [Libbie.Farrell@oa.mo.gov](mailto:Libbie.Farrell@oa.mo.gov).